



ADTC – The **ULTIMATE** Overnight Dance Camp!

Info@DanceADTC.com * www.AmericanDanceTrainingCamps.com

Ask Us Anything!
866-383-ADTC

ADTC Child Abuse Prevention & Staff Code of Conduct

1. In order to protect ADTC staff, volunteers, and program participants, at no time during a camp session may a staff person be alone with a single child where others cannot see them. As staff supervise children, they should space themselves in a way that other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Restroom supervision: Staff will make sure suspicious or unknown individuals do not occupy the restroom before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs – putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children including:
 - o Physical abuse – strike, spank, shade, slap;
 - o Verbal abuse – humiliate, degrade, threaten;
 - o Sexual abuse – inappropriate touch or verbal exchange;
 - o Mental abuse – shaming, withholding love, cruelty;
 - o Neglect – withholding food, water, basic care, etc.

Any type of abuse will not be tolerated and may be cause for immediate dismissal.

6. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner, and must be documented in writing.
7. Staff will conduct a health check of each child at the beginning of the session, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
8. Staff responds to children with respect and consideration and treats all children equally regardless of sex, race, religion, and culture.
9. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Children are not to be touched in areas of their bodies that would be covered by a bathing suit.
10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
11. While ADTC does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by ADTC.
12. Staff must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking, drinking, or using a cell phone for personal texting/social media/phone calls in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.
16. Staff must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
18. Staff may not be alone with children they meet in ADTC programs outside of ADTC. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require completion of the "Unsanctioned Child Care Waiver" form.
19. Staff is not to transport children, other than their own, in their own vehicle. Any exceptions require completion of the "Unsanctioned Child Care Waiver" form.
20. Staff may not date program participants less than 18 years of age.
21. Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with ADTC).
22. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse as instructed by a supervisor.

I understand that this form is a condition of employment and any violation of this Code of Conduct may result in termination.

Name of ADTC Staff Member (please print): _____

Signature of ADTC Staff Member: _____ Date: _____